

~~CONFIDENTIAL~~  
~~EYES ONLY~~

ORD-1087-73

MEMORANDUM FOR: Director of Research and Development  
THROUGH : Special Panel, ORD/DD/S&T  
SUBJECT : Recommendation for Promotion -  
25X1A9a [REDACTED]

25X1A9a

1. It is recommended that [REDACTED] be promoted from GS-5, step 3 to GS-6, step 2. She is currently assigned as secretary to the Biology and Chemistry Branch, Life Sciences Division, Office of Research and Development, DD/S&T and is very capably performing the duties required of GS-6 level employees.

25X1A9a<sub>2</sub>. [REDACTED] entered on duty with the Agency in July 1969, and was assigned to ORD in September 1969. As testified in previous fitness reports, [REDACTED] has performed excellently in various clerical assignments to include clerk typist, Support Staff/ORD; secretary to Security Officer, ORD; junior secretary to Biological Sciences Division, ORD and, now, as secretary to the Biology and Chemistry Branch, LS/ORD.

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3. [REDACTED] demonstrated eagerness to learn and accept responsibility is one of her greatest assets. She is highly motivated toward becoming a career secretary and should be considered a logical candidate for advanced secretarial training. She has completed the Secretarial Techniques training course and has applied for Records Management training.

4. The maturing of [REDACTED] as an effective secretary is an on-going process and has been especially evident since her promotion to a GS-5 in September 1970. She was quick to adapt to the role and responsibilities of junior secretary to the Biological Sciences Division and, since then, as secretary to the Biology and Chemistry Branch, LS/ORD. She has easily adjusted to the new order of her secretarial responsibilities and requires minimal daily supervision. With some additional training and

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*approved*  
E2 IMPDET  
CL BY 464869

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experience, [REDACTED] could rapidly develop as a prime candidate for a divisional secretary position. Her current duties and responsibilities, as well as her overall job performance (S), merits a promotion to the GS-6 level.

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[REDACTED]  
C/B&C/LS/ORD

CONCUR:

SIGNED

Acting Chief, LS/ORD/DD/S&T

1 MAR 1973

Date

RECOMMEND APPROVAL:

25X1A9a

[REDACTED]  
Chairman, Special Panel/ORD/DD/S&T

26 MAR 1973

Date

APPROVAL:

25X1A9a

[REDACTED]  
Director of Research and Development

26 MAR 1973

Date

1 Attachment  
Special Fitness Report

Distribution:

Original & 1-Addressee  
1-Special Panel/ORD  
✓ 1-C/SS/ORD  
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